



MARKET HOURS

SUNDAYS

9am – 3pm

CONTACT INFO

ADDRESS

800 S. Desplaines St.
Chicago, IL 60607

OFFICE HOURS

Fridays, 9am – 4pm
Sundays, 7am – 2pm

PHONE

312.745.4676

FAX

312.745.7045

EMAIL

Maxwellstreet
@cityofchicago.org

WEBSITE

Maxwellstreetmarket.us



#MaxwellStreetMarket

MAXWELL STREET MARKET

SINGLE DAY VENDOR APPLICATION



CHICAGO DEPARTMENT OF
DCASE
CULTURAL AFFAIRS & SPECIAL EVENTS

SINGLE DAY VENDOR APPLICATION INSTRUCTIONS

In order to vend at Maxwell Street Market, please:

- Read Application Packet in its entirety
- Complete and submit the Single Day Vendor Application and sign Vendor Fees & Guidelines page
- Submit a copy of Current Driver's License, State ID, Matricula Consular ID or Passport
- Submit a copy of Current Vehicle Insurance
 - Vendors using autos to transport goods to and from the market must maintain Auto Liability.

FOOD VENDORS MUST ALSO:

(Does not apply to produce sold by farmers, growers or wholesalers.)

- Complete the Prepared Food Vendor Application or Mobile Food Vendor Application
- Submit a copy of Commercial General Liability Insurance Policy or equivalent with limits not less than \$1,000,000 per occurrence, for bodily injury, personal injury and property damage liability.
 - Coverage must include, but not be limited to, the following: All premises and operations, products/completed operations, separation of insureds, defense, liquor liability when applicable, products and completed operations for food or beverages for consumption, food or beverage contamination, and contractual liability (not to include Endorsement CG 21 39 or equivalent). The City of Chicago is to be named as an additional insured on a primary, noncontributory basis.
 - Vendors that will be using autos to transport goods to and from the market must also maintain Auto Liability.
- Provide a copy of valid City of Chicago Summer Festival Food Vendor Sanitation Certificate bearing their name
- Provide a current Health Inspection Report for licensed kitchen where food is prepared (NO food may be prepared in a home kitchen unless certified under Illinois Cottage Food Law).

Please send or bring* completed application and supporting documents to:

**Maxwell Street Market
800 S. Desplaines Street
Chicago, IL 60607**

****Kindly note that our office hours are Fridays, 9 a.m. – 4 p.m. and Sundays, 7 a.m. – 2 p.m.***

Completed packets may also be emailed to Maxwellstreet@cityofchicago.org



CHICAGO DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS

MAXWELL STREET MARKET SINGLE DAY VENDOR APPLICATION

PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

VENDOR CLASSIFICATION:

☐ General Merchandise

☐ Food (Prepared Food and Beverages)

PLEASE PRINT:

Name: _____

Business Name (if applicable): _____

Address: _____ City: _____ State: _____ Zip Code: _____

Contact Number: _____ Email: _____

Description of item(s) to be sold: _____

Vendor Signature: _____ Date: _____

MAXWELL STREET MARKET USE ONLY

AMOUNT PAID: _____

VENDOR NUMBER: _____

DATE: _____

SPACE NUMBER: _____



CHICAGO DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS

MAXWELL STREET MARKET

SINGLE DAY VENDOR FEES & GUIDELINES

GENERAL MERCHANDISE

10' x 10' space (no vehicle). \$30.00 per week

FOOD

10' x 10' space or food cart \$50.00 per week

10' x 30' space or food truck \$125.00 per week

VENDOR GUIDELINES

- Vendors must be set up by **9:00 a.m. and vend until 3:00 p.m.**
- Load-In from **7:00 a.m. – 8:30 a.m.**
 - **All vehicles must be off the Market streets by 8:30 a.m.**
- Vendors must purchase weekly permit before 8:15 a.m. on the date I intend to sell.
- Load-Out from **3:00 p.m. to 4:30 p.m.** following the market.
- All vendors must bring their own tents, weights, tables and chairs.
- All vendors must be assigned a vending space **PRIOR** to set-up.

Vendor Name: _____
Please Print

Vendor Signature: _____